

2022 EICHLER'S COVE PARK WARDEN APPLICATION

NEWTOWN PARKS AND RECREATION

Application Due Date: March 3, 2022

Beach Season is May 28 - September 5, 2022

Marina Season is May 5 - October 10, 2022

(You must be over 25 years old by April 11, 2022 to be considered for this position)

Please attach your resume, only if you are new to this position.

PLEASE PRINT – FILL OUT COMPLETELY

NAME _____

HOME PHONE _____ CELL PHONE _____

ADDRESS _____
Street City State Zip

EMAIL ADDRESS _____

DATE YOU ARE AVAILABLE TO BEGIN WORK: _____ SHIRT SIZE: MED LRG XLRG XXLRG

LAST DATE AVAILABLE TO WORK: _____ VACATIONS PLANS AND DATES _____

ARE YOU AVAILABLE TO WORK AT LAKE LILLINONAH AS AN ATTENDANT IF NEEDED: Y _____ N _____

ARE YOU AVAILABLE TO WORK AS A PARK ATTENDANT IF NEEDED: Y _____ N _____

Have you worked (or volunteered) for the Newtown Parks and Recreation Department in the past?

If YES, in what capacity? _____

Do you have previous Lifeguard Management or Marina Management experience: Y _____ N _____

Are you able to work a rotating scheduling, including Saturdays, Sundays and Holidays? ____Yes ____No

Explain _____

References: Give names, addresses and phone numbers of two people that are NOT relatives.

1. _____

Name	Address	Phone Number
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2. _____

Name	Address	Phone Number
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SIGNATURE OF APPLICANT

DATE

PLEASE RETURN APPLICATION TO:

NEWTOWN PARKS AND RECREATION | 8 SIMPSON STREET | NEWTOWN | CT, 06470

(Parks and Recreation cannot be held responsible for loss of mail or postal delays when returning your application).

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Eichler's Cove Park Warden Employment Agreement:

(This agreement is not a promise of employment)

I (print) _____ agree to fulfill the duties of a Park Warden for the Newtown Parks and Recreation Department, to the best of my ability. I agree to work the summer, with the exception of the vacation policy; and I agree to the following:

Eichler's Cove Park Warden job responsibilities/daily duties included but not limited to:

1. Always be professional - Wear your warden shirt every day.
2. Be on time every day!
 - a. If you are running late, please contact warden before your shift and/or call the office. If you are on the early shift to replace the security guard, be on time!
3. NEVER leave the site unattended. Do not leave until your replacement arrives.
4. If you are unable to do your shift, please call another warden to work **and** email or call the office to notify of the change.
5. Respond to visitor's requests, needs and complaints.
 - a. If you are unsure of policy, rules or regulations, please Do Not assume or give misinformation. Call the office for verification or have them call the office. Giving wrong information to patrons may cause problems. There is nothing wrong in letting the patron know that you will find an answer for them.
6. Assist in parking lot to ensure for proper parking. Limited spaces.
7. Assist in any emergency services.
8. Check passes for admittance to beach or launch.
 - a. Visitors can visit the picnic area, as long as they have a permit on their vehicle.
 - b. Only patrons with beach passes are allowed on the beach.
 - c. Slip holders/Drystorage patrons have been issued a family pass that appears differently than the Resident Pass.
9. Record daily activities, beach goers, boat launch, etc. on the sheet provided. Record Weather conditions (am/pm).
10. Keep area clean. Pick up trash, etc. Clean goose poop around beach, litter, or etc. and picnic area regularly. Help keep Eichler's Cove clean weed beds as needed.
11. Check on lifeguards, that they are performing appropriate duties.
12. Keep Parks and Recreation updated on all activities. Keep open communication with the office. If there is a complaint or situation, please inform the office as soon as possible.
13. All vehicles entering must have a permit sticker on their vehicle. Resident or non-resident.
 - a. If you meet someone that does not have a permit sticker, please ask to see their driver's license for proof of residency. Non-Resident will need to pay a day fee of \$30.00. Always be polite! Remind them to get a permit sticker at Parks and Recreation office. A non-resident season permit is \$150.00.
14. Do not order water, if you run out, call the office.
15. DO NOT assist with rental or slip information. Have them call the Parks and Recreation Office.
16. All slip holders MUST be in their assigned slip. If there is a problem or suggestion, have them call the Parks and Rec office.
17. Wardens should not change slips/dry storage rack assignments. Have them call the Parks and Recreation Office.
18. Walk docks every shift to ensure all boats are properly tied and are following rules and regulations.
19. Check docks for maintenance issues and ensure they are safe on every shift.
20. Check boats weekly to be sure all boats are in their assigned slip.
 - a. Please sign off on slip with a date and report any problems to Parks and Recreation office as soon as possible.
21. All dry storage patrons have been assigned a space. Should a patron have an issue/change request, please have them call the office to discuss.
22. Respectful language, behavior and interactions with patrons and staff are expected at all times. There is no tolerance for inappropriate behavior, language or interactions. Anything deemed inappropriate can be grounds for termination at the discretion of the Parks and Recreation Director and or Assistant Director of Parks or Recreation.
23. You must fob in and out on the time clock to ensure payment. If this is not done, we cannot remit payment for your time.
24. Groom the beach if you have the 1st shift of the day
25. Stock clean porta pottie every shift.
26. Empty trash when full, check at the end of every shift.
27. Brush the ramp every shift.

Remember, patron safety is the most important thing!

Signature _____

Date _____

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